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Terms of Reference and Rules of Procedure of the Economic Commission for Africa

UC/NATIONS

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E/CN.14/111/Rev.8

Terms of Reference and Rules of Procedure of the Economic Commission for Africa

(including the amendments and additions adopted by the Economic and Social Council and the Commission up to 24 July 1981)

UNITED NATIONS

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TERMS OF REFERENCE AND RULES OF PROCEDURE OF THE ECONOMIC COMMISSION FOR AFRICA

(including the amendments and additions adopted by the Economic and Social Council and the Commission up to 4 August 1978)

TERMS OF REFERENCE OF THE COMMISSION*

1. The Economic Commission for Africa, acting within the framework of the policies of the United Nations and subject to the general supervision of the Economic and Social Council, shall, provided that the Commission takes no action with respect to any country without the agreement of the Government of that country:

(a) Initiate and participate in measures for facilitating concerted action for the economic development of Africa, including its social aspects, with a view to raising the level of economic activity and levels of living in Africa, and for maintaining and strengthening the economic relations of countries and territories of Africa, both among themselves and with other countries of the world;

(b) Make or sponsor such investigations and studies of economic and technological problems and developments within the territories of Africa as the Commission deems appropriate, and disseminate the results of such investigations and studies;

(c) Undertake or sponsor the collection, evaluation and dissemination of such economic, technological and statistical information as the Commission deems appropriate;

(d) Perform, within the available resources of its secretariat, such advisory services as the countries and territories of the region

* These terms were adopted by resolution 671 A (XXV) of the Economic and Social Council of 29 April 1958. They were amended by resolution 974 D.I (XXXVI) of 5 July 1963, resolution 1343 (XLV) of 18 July 1968 and resolution 1978/68 of 4 August 1978.

may desire, provided that such services do not overlap with those rendered by other bodies of the United Nations or by the specialized agencies;

(e) Assist the Council at its request in discharging its functions within the region in connexion with any economic problems, including problems in the field of technical assistance;

(f) Assist in the formulation and development of co-ordinated policies as a basis for practical action in promoting economic and technological development in the region;

(g) In carrying out the above functions, deal as appropriate with the social aspects of economic development and the interrelationship of economic and social factors.

2. The Commission is empowered to make recommendations on any matter within its competence directly to the Governments of the members or associate members concerned, to Governments admitted in a consultative capacity, and to the specialized agencies. The Commission shall submit for prior consideration by the Economic and Social Council any of its proposals for activities that would have important effects on the economy of the world as a whole.

3. The Commission may, after discussion with any specialized agency concerned and with the approval of the Economic and Social Council, establish such subsidiary bodies as it deems appropriate for facilitating the carrying out of its responsibilities.

4. The geographical scope of the Commission's work shall be the whole continent of Africa, Madagascar and other African islands.

5. Membership of the Commission shall be open to:

Algeria a/	Ethiopia	Mali c/	South Africa o/
Angola b/	Gabon c/	Mauritania m/	Sudan
Benin c/	Gambia h/	Mauritius g/	Swaziland g/
Botswana d/	Ghana	Morocco	Togo c/
Burundi a/	Guinea i/	Mozambique g/	Tunisia
Cape Verde g/	Guinea-Bissau j/	Niger c/	Uganda a/
Central African Rep. n/	Ivory Coast c/	Nigeria c/	United Republic of Cameroon c/
Chad c/	Kenya k/	Rwanda a/	United Republic of Tanzania p/
Comoros g/	Lesotho d/	Sao Tome and Príncipe e/	Upper Volta c/
Congo c/	Liberia	Senegal c/	Zaire c/
Djibouti f/	Libyan Arab Jamahiriya	Seychelles b/	Zambia l/
Egypt	Madagascar c/	Sierra Leone m/	Zimbabwe n/
Equatorial Guinea g/	Malawi l/	Somalia c/	

(Foot-notes a/ to p/ see page 5).

and to any other State in the area which may hereafter become a Member of the United Nations.

6. The Non-Self-Governing Territories situated within the geographical area defined in paragraph 4 above shall be associate members of the Commission;

7. Representatives of associate members shall be entitled to participate without vote in all meetings of the Commission, whether sitting as commission or as committee of the whole.

8. Representatives of associate members shall be eligible to be appointed as members of any committee or any other subordinate body which may be set up by the Commission, and to hold office in such bodies.

9. The Commission shall invite any Member of the United Nations not a member of the Commission to participate, in a consultative capacity, in its consideration of any matter of particular concern to that non-member, following the practices of the Economic and Social Council.

10. The Commission shall invite any national liberation movement recognized by the Organization of African Unity to send observers to participate in its consideration of any matter of interest to that movement. Such observers shall have the right to submit proposals which may be voted upon at the request of any member of the Commission. The Commission shall defray all travel and other related expenses of representatives of the national liberation movements invited to attend such proceedings.

11. The Commission shall invite representatives of specialized agencies to attend its meetings and to participate, without vote, in its deliberations with respect to items on its agenda relating to matters within the scope of their activities; and it may invite observers from such other inter-governmental organizations as it may consider desirable, in accordance with the practices of the Economic and Social Council.

12. The Commission shall take measures to ensure that the necessary liaison shall be maintained with other organs of the United Nations and with the specialized agencies, with special attention to the avoidance of a duplication of effort. The Commission shall establish appropriate liaison and co-operation with other regional economic commissions in accordance with the resolutions and directives of the Economic and Social Council and the General Assembly.

13. The Commission may establish such liaison as it deems appropriate with inter-governmental organizations in Africa operating in the same field.

14. The Commission shall make arrangements for consultation with non-governmental organizations which have been granted consultative status by the Economic and Social Council, in accordance with the principles approved by the Council for this purpose.

15. The Commission shall adopt its own rules of procedure, including the method of selecting its chairman and other officers.

16. The administrative budget of the Commission shall be financed from the funds of the United Nations.

17. The Secretary-General of the United Nations shall appoint the Executive Secretary of the Commission. The staff of the Commission shall form part of the Secretariat of the United Nations.

18. The Commission shall submit to the Economic and Social Council once a year a full report on its activities and plans, including those of any subsidiary bodies. For those years in which the Commission does not hold a session, the Executive Secretary shall submit to the Economic and Social Council a full report of its activities and plans, including those of any subsidiary bodies, after approval by the Chairman of the session in question and circulation to Governments of member States for their comments and any necessary modifications.

19. The headquarters of the Commission and its secretariat shall be located in Africa. The site of the headquarters shall be decided by the Economic and Social Council in consultation with the Secretary-General of the United Nations.** The Commission may in due course also establish such subregional offices as it may find necessary.

20. The first session of the Commission shall be called by the Secretary-General of the United Nations as soon as practicable, but not later than the end of 1958. The Commission shall at each session decide upon the locality of the meeting of its next session, due consideration being given to the principle that the Commission should meet at its headquarters or in the different countries of Africa.

21. The Economic and Social Council shall, from time to time, make special reviews of the work of the Commission.

** At its 1018th meeting on 29 April 1958, the Council decided to choose by ballot among the five sites proposed as the headquarters of the Economic Commission for Africa. Addis Ababa was chosen as the headquarters of the Commission.

a/ Member of the United Nations since 1962.

b/ Idem, since 1976.

c/ Idem, since 1960.

d/ Idem, since 1966.

e/ Idem, since 1975.

f/ Idem, since 1977.

g/ Idem, since 1968.

h/ Idem, since 1965.

i/ Idem, since 1958.

j/ Idem, since 1974.

k/ Idem, since 1963.

l/ Idem, since 1964.

m/ Idem, since 1961.

n/ Idem, since 1980.

o/ The Council decided, by resolution 974 D IV (XXXVI) of 30 July 1965, that the Republic of South Africa should not take part in the work of the Commission until the Council, on the recommendation of the Commission, should find that conditions for constructive co-operation had been restored by a change in its racial policy.

p/ Formed on 26 April 1964 by the union of Tanganyika and Zanzibar, which became Members of the United Nations in 1961 and 1963 respectively.

RULES OF PROCEDURE OF THE COMMISSION*

I. SESSIONS

DATE AND PLACE OF SESSIONS

Rule 1

Sessions of the Commission shall be held:

(*a*) At a date recommended by the Commission at a previous session after consultation with the Secretary-General, and approved by the Economic and Social Council;

(*b*) Within forty-five days of a request to that effect by the Council;

(c) At the request of the majority of the members of the Commission, after consultation with the Executive Secretary;

(*d*) On such other occasions as the Chairman, in consultation with the Vice-Chairmen and Executive Secretary, deems necessary.

Rule 2

Each session convened in pursuance of sub-paragraph (*a*) of rule 1 shall be held at a place decided upon by the Commission at a previous session, due consideration being given to the principle that the Commission should meet at its headquarters or in the different countries of Africa.

Sessions convened in pursuance of sub-paragraphs (*b*), (c), or (*d*) of rule 1 shall be held at a place determined by the Secretary-General in consultation with the Chairman of the Commission.

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* These rules were adopted by the Commission at its first session (E/CN.14/3/Rev.1). They were subsequently amended by the Commission at its eighth and ninth sessions [see Official Records of the Economic and Social Council, Forty-third session, Supplement No. 5 (E/4354), annex IV, and ibid., Forty-seventh session (E/4651), volume I, annex IV]; and at the first and third meetings of the Conference of Ministers [see Official Records of the Economic and Social Council, Fifty-first session, Supplement No.5 (E/4997), volume I, annex VII and ibid., Fifty-ninth session, Supplement No. 10 (E/5657), volume I, part III].

Rule 3

At the request of the majority of the members of the Commission, or in special cases, the date and place of the session may be altered by the Secretary-General in consultation with the Chairman of the Commission and the Council's Interim Committee on Programme of Conferences.

NOTIFICATION OF DATE OF OPENING

Rule 4

The Executive Secretary shall notify the members and the associate members of the Commission of the date and place of the first meeting of each session at least forty-two days before the commencement of the session. Such notification shall also be made to the specialized agencies and to the International Atomic Energy Agency, to intergovernmental organizations in Africa operating in the same field as the Commission with which liaison has been established by the Commission, to the non-governmental organizations in category I and to the appropriate non-governmental organizations in category II and on the Roster.

II. AGENDA

DRAWING UP AND COMMUNICATION OF PROVISIONAL AGENDA

Rule 5

The provisional agenda for each session shall be drawn up by the Executive Secretary in consultation with the Chairman of the Commission and shall be communicated in three copies, together with the basic documents relating to each item, to the members and associate members of the Commission and to the organs, agencies and organizations referred to in rule 4 not later than forty-two days prior to the opening of the session.

Rule 6

The provisional agenda shall include items proposed by:

(*a*) The Commission at a previous session;

(*b*) The Economic and Social Council;

(*c*) Any member or associate member of the Commission;

(*d*) The Chairman of the Commission;

(*e*) The Executive Secretary;

(*f*) A subsidiary body of the Commission;

(*g*) A specialized agency or the International Atomic Energy Agency, in accordance with the agreements concluded between the United Nations and such agencies;

(*h*) Non-governmental organizations in category I, subject to the provisions of rule 8.

Rule 7

Before the Executive Secretary places an item proposed by a specialized agency on the provisional agenda, he shall carry out with the agency concerned such preliminary consultations as may be necessary.

Rule 8

Non-governmental organizations in category I may propose items on matters within their competence for the provisional agenda of the Commission, subject to the following conditions:

(*a*) An organization which intends to propose such an item shall inform the Executive Secretary at least seventy days before the commencement of the session, and before formally proposing an item, shall give due consideration to any comments the Executive Secretary may make;

(*b*) The proposal shall be formally submitted with the relevant basic documentation not less than fifty-six days before the commencement of the session. The item shall be included in the agenda of the Commission if it is adopted by a two-thirds majority of those present and voting.

ADOPTION OF THE AGENDA

Rule 9

The first item on the provisional agenda of any session after the election of the Chairman shall be the adoption of the agenda.

REVISION OF THE AGENDA

Rule 10

After the agenda has been adopted the Commission may amend it at any time. In the event that a member Government does not receive the reports, studies and documents to be considered during a session

forty-two days in advance, it shall have the right to request that the items to which those reports, studies and documents refer should be excluded from the agenda, and the Commission shall immediately grant such a request.

Notwithstanding the foregoing provisions, if, when an item is submitted for consideration by the Commission, three-quarters or more of the members accredited to attend a given session insist that it should nevertheless be discussed, that majority decision shall prevail.

III. REPRESENTATION AND CREDENTIALS

Rule 11

Each member and associate member shall be represented on the Commission by an accredited representative.

Rule 12

A representative may be accompanied to the sessions of the Commission by alternate representatives and advisers and, when absent, he may be replaced by an alternate representative.

Rule 13

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Secretary before the first meeting which the representatives are to attend. The Chairman and the Vice-Chairmen shall examine the credentials and submit their report to the Commission. This rule shall not, however, prevent a member or associate member from changing its representatives, alternate representatives or advisers subsequently, subject to proper submission and examination of credentials, where needed.

IV. OFFICERS

ELECTION OF THE CHAIRMAN AND VICE-CHAIRMEN AND RAPPORTEUR

Rule 14

The Commission shall, at the commencement of the first meeting held in course of each session, elect from among the representatives of members a Chairman, a First Vice-Chairman, a Second Vice-Chairman and a Rapporteur.

TERMS OF OFFICE

Rule 15

The officers of the Commission shall hold office until their successors are elected. They shall be eligible for re-election.

ACTING CHAIRMAN

Rule 16

If the Chairman is absent from a meeting or any part thereof, the First Vice-Chairman or, in the latter's absence, the Second Vice-Chairman, shall preside. A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

REPLACEMENT OF CHAIRMAN

Rule 17

If the Chairman ceases to represent a member of the Commission, or is so incapacitated that he can no longer hold office, the First Vice-Chairman shall become Chairman for the unexpired portion of the term. If the First Vice-Chairman also ceases to represent a member of the Commission or is so incapacitated that he can no longer hold office, the Second Vice-Chairman shall become Chairman for the unexpired portion of the term.

VOTING RIGHTS OF THE CHAIRMAN

Rule 18

The Chairman or a Vice-Chairman acting as Chairman shall participate in the meetings of the Commission in that capacity and not as the representative of the member by whom he is accredited. In such cases an alternate representative shall be entitled to represent the member concerned in the meetings of the Commission and exercise the right to vote.

V. COMMITTEES OF THE COMMISSION

Rule 19

At each session, the Commission may set up such committees of the whole or committees of limited membership as it deems necessary and refer to them any questions of the agenda for study and report. The Commission may, in consultation with the Executive Secretary, authorize such committees to meet while the Commission is not in session.

Rule 20

The members of the committees of the Commission shall be nominated by the Chairman, subject to the approval by the Commission, unless the Commission decides otherwise.

Rule 21

These rules of procedure shall apply to the proceedings of the committees, unless the Commission decides otherwise.

VI. SECRETARIAT

Rule 22

The Executive Secretary shall act in that capacity at all meetings of the Commission, its committees and subsidiary bodies. He may designate another member of the staff to take his place at any meeting.

Rule 23

The Executive Secretary shall direct the staff provided by the Secretary-General and required by the Commission and any subsidiary bodies thereof.

Rule 24

The Executive Secretary shall be responsible for keeping the members and associate members of the Commission informed of any questions which may be brought before it for consideration.

Rule 25

At the beginning of each session the Executive Secretary shall present a report on the work programme of the secretariat during the period between the previous and the current session. In the periods between sessions, the Executive Secretary shall see that in so far as possible members and associate members are informed of the results of the work in progress and of the opinions expressed by Governments of members and associate members regarding such results.

Rule 26

The Executive Secretary or his representative may, subject to rule 41, make oral as well as written statements to the Commission, its committees and its subsidiary bodies concerning any question under consideration.

Rule 27

The Executive Secretary shall be responsible for all the necessary arrangements for meetings of the Commission, its committees and its subsidiary bodies.

Rule 28

The secretariat shall interpret speeches made at meetings; shall receive, translate and circulate the documents of the Commission, its committees and its subsidiary bodies; shall publish and circulate the records of the sessions, the resolutions of the Commission and the relevant documentation required. It shall have the custody of the documents in the archives of the Commission and generally perform all other work which the Commission may require.

Rule 29

Before any proposal which involves expenditure from United Nations funds is approved by the Commission or by any of its subsidiary bodies, the Executive Secretary shall prepare and circulate to members, as early as possible, a separate estimate of the cost of the proposal. It shall be the duty of the Chairman to draw the attention of the members to this estimate and invite discussions on it when the proposal is considered by the Commission or by a subsidiary body.

Rule 30

The Executive Secretary in carrying out his functions shall act under the authority and on behalf of the Secretary-General.

VII. LANGUAGES

WORKING LANGUAGES

Rule 31

Arabic, English and French shall be the working languages of the Commission.

INTERPRETATION FROM A WORKING LANGUAGE

Rule 32

Speeches made in any one of the working languages shall be interpreted into the other working languages.

INTERPRETATION FROM OTHER LANGUAGES

Rule 33

Any representative may make a speech in a language other than the working language. In this case, he shall himself provide for the interpretation into one of the working languages. The interpretation into the other working language by an interpreter of the secretariat may be based on the interpretation given in a working language.

LANGUAGE OF RECORDS

Rule 34

Records shall be drawn up in the working languages.

LANGUAGE OF RESOLUTIONS AND OTHER FORMAL ACTIONS

Rule 35

All resolutions, recommendations and other formal decisions of the Commission, including the annual reports referred to in rule 69, shall be made available in the working languages.

VIII. PUBLIC AND PRIVATE MEETINGS

Rule 36

The meetings of the Commission shall be held in public unless the Commission decides otherwise.

Rule 37

At the close of each private meeting the Commission may issue a communiqué through the Executive Secretary.

IX. RECORDS

SUMMARY RECORDS OF PUBLIC MEETINGS

Rule 38

Summary records of the meetings of the Commission, where required, shall be kept by the secretariat. They shall be sent as soon as possible to the representatives of members and associate members and to the representatives of any other Government, agency or organization which participated in the meetings concerned. Such representa-

tives shall inform the secretariat not later than seventy-two hours after the circulation of any summary records of any changes they wish to have made. Any disagreement concerning such changes shall be referred to the Chairman, whose decision shall be final.

Rule 39

The corrected version of the summary records of public meetings shall be distributed as soon as possible in accordance with the practices of the Economic and Social Council. This shall include distribution to associate members, to inter-governmental organizations in Africa operating in the same field as the Commission with which liaison has been established by the Commission, to non-governmental organizations in category I and to the appropriate non-governmental organizations in category II and on the Roster and, on appropriate occasions, to representatives of Governments admitted to participate in the deliberations of the Commission in a consultative capacity.

RECORDS OF PRIVATE MEETINGS

Rule 40

The corrected version of the summary records of private meetings shall be distributed as soon as possible to the members and associate members of the Commission and to any other representatives of Governments, agencies or organizations which may have participated in such private meetings. They shall be made public at such time and under such conditions as the Commission may decide.

RESOLUTIONS AND OTHER FORMAL ACTIONS

Rule 41

As soon as possible, the text of all reports, resolutions, recommendations and other formal decisions made by the Commission, its committees and its subsidiary bodies, shall be distributed to the members and associate members of the Commission, to the other regional economic commissions, to the specialized agencies and to the International Atomic Energy Agency, to inter-governmental organizations in Africa operating in the same field as the Commission with which liaison has been established by the Commission, to the non-governmental organizations in category I and to the appropriate non-governmental organizations in category II and on the Roster.

X. CONDUCT OF BUSINESS

QUORUM

Rule 42

A majority of the members of the Commission shall constitute a quorum.

POWERS OF THE CHAIRMAN

Rule 43

In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairman shall declare the opening and closing of each meeting of the Commission, shall direct the discussion, ensure the observance of these rules, and shall accord the right to speak, put questions to the vote, and announce decisions. The Chairman, subject to these rules, shall have control of the proceedings of the Commission and over the maintenance of order at its meetings. He shall rule on points of order and shall have, in particular, the power to propose adjournment or closure of the debate or adjournment or suspension of a meeting.

Debate shall be confined to the question before the Commission and the Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.

POINTS OF ORDER

Rule 44

During the discussion of any matter a representative may at any time raise a point of order and the point of order shall be immediately decided by the Chairman in accordance with the rules of procedure. A representative may appeal against the ruling of the Chairman. The appeal shall be immediately put to the vote, and the ruling of the Chairman shall stand unless overruled by a majority of the members present and voting.

A representative may not in raising a point of order speak on the substance of the matter under discussion.

ADJOURNMENT OF DEBATE

Rule 45

During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. In addition

to the proposer of the motion, one representative may speak in favour of and one against the motion, after which the motion shall be immediately put to the vote.

TIME-LIMIT ON SPEECHES

Rule 46

The Commission may limit the time allowed to each speaker and the number of times each representative may speak on any question, except on procedural questions, when the Chairman shall limit each intervention to a maximum of five minutes. When debate is limited and a representative exceeds his allotted time, the Chairman shall call him to order without delay.

CLOSING OF LIST OF SPEAKERS

Rule 47

During the course of a debate the Chairman may announce the list of speakers and, with the consent of the Commission, declare the list closed. The Chairman may, however, accord the right of reply to any representative if, in his opinion, a speech delivered after he has declared the list closed makes this desirable. When the debate on an item is concluded because there are no other speakers, the Chairman shall declare the debate closed. Such closure shall have the same effect as closure by the consent of the Commission.

CLOSURE OF DEBATE

Rule 48

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion shall be immediately put to the vote.

SUSPENSION OR ADJOURNMENT OF THE MEETING

Rule 49

During the discussion of any matter, a representative may move the suspension or the adjournment of the meeting. No discussion on such motions shall be permitted, and they shall be immediately put to the vote.

ORDER OF PROCEDURAL MOTIONS

Rule 50

Subject to rule 42, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

1. To suspend the meeting;

2. To adjourn the meeting;

3. To adjourn the debate on the item under discussion;

4. For the closure of the debate on the item under discussion.

SUBMISSION OF DRAFT RESOLUTIONS AND SUBSTANTIVE AMENDMENTS OR MOTIONS

Rule 51

Draft resolutions shall be introduced in writing and handed to the Executive Secretary, who shall circulate copies to representatives twenty-four hours before they are discussed and voted upon, unless the Commission decides otherwise.

Rule 52

Upon request of any member or associate member the text of any proposal or amendment thereto made by another member or associate member shall be handed over to the Chairman in writing and shall be read by him before any further speaker is called upon, and also immediately before a vote is taken on such a proposal or amendment. The Chairman may direct that any proposal or amendment be circulated to the representatives present before a vote is taken. This rule shall not apply to procedural motions such as those referred to in rule 48.

DECISION ON COMPETENCE

Rule 53

Subject to rule 50, any motion calling for a decision on the competence of the Commission to adopt a proposal submitted to it shall be put to the vote immediately before a vote is taken on the proposal in question.

WITHDRAWAL OF MOTIONS

Rule 54

A motion may be withdrawn by its proposer at any time before

voting on it has commenced, provided that the motion has not been amended. A motion which has thus been withdrawn may be reintroduced by any representative.

XI. VOTING

VOTING RIGHTS

Rule 55

Each member of the Commission shall have one vote.

MAJORITY REQUIRED AND MEANING OF THE EXPRESSION "MEMBERS PRESENT AND VOTING"

Rule 56

Except for the provision of rule 8 (*b*), decisions of the Commission shall be made by a majority of the members present and voting.

For the purpose of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting.

METHOD OF VOTING

Rule 57

Subject to rule 60, the Commission shall normally vote by show of hands, except that any member may request a roll-call, which shall then be taken in the English alphabetical order of the names of the members, beginning with the State whose name is drawn by lot by the Chairman.

RECORDING OF ROLL-CALL

Rule 58

The vote of each member participating in any roll-call shall be inserted in the record.

CONDUCT DURING VOTING

Rule 59

After the voting has commenced, no member shall interrupt the voting except on a point of order in connexion with the actual conduct

of the voting. Brief statements by representatives consisting solely of explanations of their votes may be permitted by the Chairman, if he deems it necessary, before the voting has commenced or after the voting has been completed.

DIVISION OF PROPOSALS

Rule 60

The Commission may, at the request of a representative, decide to put a motion or resolution to the vote in parts. If this is done, the text resulting from the series of votes shall be put to the vote as a whole. If all the operative parts of a proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

VOTING ON AMENDMENTS

Rule 61

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Commission shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until all amendments have been put to the vote. If one or more amendments are adopted, the amended proposal shall be put to the vote in its original form.

A motion is considered an amendment to a proposal if it adds to, deletes from or revises that proposal.

VOTING ON PROPOSALS

Rule 62

If two or more proposals relate to the same question, the Commission shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted.

The Commission may, after each vote on a proposal, decide whether to vote on the next proposal.

Any motions requiring that no decision be taken on the substance of such proposals shall, however, be considered as previous questions and shall be put to the vote before them.

ELECTIONS

Rule 63

All elections of individuals shall be decided by secret ballot un-

less, in the absence of objections, the Commission decides otherwise.

Rule 64

If one elective place is to be filled and no candidate obtains in the first ballot the majority required, a second ballot shall be taken, confined to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the Chairman shall decide between the candidates by drawing lots.

In the case of a tie in the first ballot, among the candidates obtaining the second largest number of votes, a special ballot shall be held for the purpose of reducing the number of candidates to two. In the case of a tie among three or more candidates obtaining the largest number of votes, a second ballot shall be held; if a tie results among more than two candidates, the number shall be reduced to two by lot.

Rule 65

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining a majority on the first ballot shall be elected.

If the number of candidates obtaining such majority is less than the number of places to be filled, there shall be held additional ballots to fill the remaining places. The voting will be restricted to the candidates obtaining the greatest number of votes in the previous ballot, who shall number not more than twice the places remaining to be filled. However, in the case of a tie between a greater number of unsuccessful candidates, a special ballot shall be held for the purpose of reducing the number of candidates to the required number.

If three restricted ballots are inconclusive, unrestricted ballots shall follow in which votes may be cast for any eligible person or member. If three such unrestricted ballots are inconclusive, the next three ballots (subject to exception in the case similar to that of the tie mentioned at the end of the previous paragraph of this rule) shall be restricted to the candidates obtaining the greatest number of votes in the third of the unrestricted ballots. The number of such candidates shall not be more than twice the places remaining to be filled.

The following three ballots thereafter shall be unrestricted, and so on, until all the places are filled.

EQUALLY DIVIDED VOTES

Rule 66

If a vote is equally divided on matters other than elections, the

proposal shall be regarded as rejected.

XII. SUBSIDIARY BODIES

Rule 67

The Commission may, after consultation with any specialized agency concerned, and with the approval of the Economic and Social Council, set up such continually acting subsidiary bodies as it deems necessary for the performance of its functions and shall define the powers and composition of each of them.

Rule 68

Subsidiary bodies shall adopt their own rules of procedure unless otherwise decided by the Commission.

XIII. REPORTS

Rule 69

The Commission shall submit to the Economic and Social Council once a year a full report on its activities and plans, including those of its subsidiary bodies.

XIV. PARTICIPATION OF MEMBERS OF THE UNITED NATIONS NOT MEMBERS OF THE COMMISSION

Rule 70

The Commission shall invite any Member of the United Nations not a member of the Commission to participate in its deliberations on any matter which the Commission considers is of a particular concern to that Member. Any Member thus invited shall not have the right to vote but may submit proposals which may be put to the vote by a request of any member of the Commission.

Rule 71

A committee may invite any Member of the United Nations which is not one of its own members to participate in its deliberations on any matter which the committee considers of a particular concern to that

Member. Any Member so invited shall not have the right to vote, but may submit proposals which may be put to the vote by a request of any member of the committee.

XV. PARTICIPATION OF NATIONAL LIBERATION MOVEMENTS RECOGNIZED BY THE ORGANIZATION OF AFRICAN UNITY

Rule 72

The Commission shall invite any national liberation movement recognized by the Organization of African Unity and not purporting to represent an associate member of the Commission to participate in its deliberations on any matter. Any national liberation movement thus invited shall not have the right to vote but may submit proposals which may be put to the vote at the request of any member of the Commission.

Rule 73

A committee may invite any national liberation movement recognized by the Organization of African Unity and not purporting to represent an associate member of the Commission to participate in its deliberations on any matter. Any national liberation movement so invited shall not have the right to vote but may submit proposals which may be put to the vote at the request of any member of the committee

XVI. PARTICIPATION OF, AND CONSULTATION WITH, SPECIALIZED AGENCIES

Rule 74

In accordance with the agreements concluded between the United Nations and the specialized agencies, the agreements concluded between the United Nations and the International Atomic Energy Agency, and the terms of reference of the Commission, the specialized agencies and the International Atomic Energy Agency shall be entitled to be represented at meetings of the Commission and its committees, to participate through their representatives in the deliberations with respect to items relating to matters within the scope of their activities, and to submit proposals regarding such items, which may be put to the

vote on request of any member of the Commission or the committees concerned.

Rule 75

Where an item proposed for the provisional agenda for a session contains a proposal for new activities to be undertaken by the United Nations relating to matters which are of direct concern to one or more specialized agencies or the International Atomic Energy Agency, the Executive Secretary shall enter into consultation with the agency or agencies concerned and report to the Commission on the means of achieving co-ordinated use of the resources of the respective agencies.

Where a proposal put forward in the course of a meeting for new activities to be undertaken by the United Nations relates to matters which are of direct concern to one or more specialized agencies or the International Atomic Energy Agency, the Executive Secretary shall, after such consultation as may be possible with the representatives at the meeting of the other agency or agencies concerned, draw the attention of the meeting to these implications of the proposal.

Before deciding on proposals referred to above, the Commission shall satisfy itself that adequate consultations have taken place with the agencies concerned.

XVII. CONSULTATIONS WITH NON-GOVERNMENTAL ORGANIZATIONS

Rule 76

Non-governmental organizations in categories I and II may designate authorized representatives to sit as observers at public meetings of the Commission. Organizations on the Roster may have representatives present at such meetings which are concerned with matters within their field of competence.

Rule 77

Written statements relevant to the work of the Commission or its subsidiary bodies may be submitted by organizations in categories I and II on subjects for which these organizations have a special competence. Such statements shall be circulated by the Executive Secretary to the members and associate members of the Commission except those statements which have become obsolete, e.g., those dealing with matters already disposed of and those which have already been circulated in some other form to members and associate members of the Commission or its subsidiary bodies.

Rule 78

The following conditions shall be observed regarding the submission and circulation of such written statements:

(*a*) The written statement shall be submitted in one of the working languages of the Commission;

(*b*) It shall be submitted in sufficient time for appropriate consultation to take place between the Executive Secretary and the organization before circulation;

(*c*) The organization shall give due consideration to any comments which the Executive Secretary may make in the course of such consultation before transmitting the statement in final form;

(*d*) A written statement submitted by an organization in category I will be circulated in full if it does not exceed 2,000 words. Where a statement is in excess of 2,000 words, the organization shall submit a summary which will be circulated or shall supply sufficient copies of the full text in the working languages for distribution. A statement will also be circulated in full, however, upon the specific request of the Commission;

(*e*) A written statement submitted by an organization in category II will be circulated in full if it does not exceed 1,500 words. Where a statement is in excess of 1,500 words, the organization shall submit a summary which will be circulated, or shall supply sufficient copies of the full text in the working languages for distribution. A statement will also be circulated in full, however, upon the specific request of the Commission or other subsidiary bodies;

(*f*) The Executive Secretary, in consultation with the Chairman or the Commission itself, may invite organizations on the Roster to submit written statements. The provisions of paragraphs (*a*), (*b*), (c) and (*e*) above shall apply to such statements;

(*g*) A written statement or summary, as the case may be, will be circulated by the Executive Secretary in the working languages and, upon the request of a member or associate member of the Commission, in any of the official languages.

Rule 79

The Commission and its subsidiary bodies may consult with organizations in category I or II either directly or through a committee or committees established for the purpose. In all cases, such consultations may be arranged on the invitation of the Commission or the subsidiary body or on the request of the organization.

On the recommendation of the Executive Secretary and at the request of the Commission or one of its subsidiary bodies, organizations on the Roster may also be heard by the Commission or its subsidiary bodies.

Rule 80

Subject to rule 29 the Commission may recommend that a non-governmental organization which has special competence in a particular field should undertake specific studies or investigations or prepare specific papers for the Commission. The limitations of rule 76 (*d*) and (*e*) shall not apply in this case.

XVIII. AMENDMENTS AND SUSPENSIONS OF RULES OF PROCEDURE

Rule 81

Any of these rules may be amended or suspended by the Commission.

Rule 82

These rules may not be amended until the Commission has received the report on the proposed amendments from a committee of the Commission.

Rule 83

A rule of procedure may be suspended by the Commission provided that twenty-four hours' notice of the proposal for the suspension has been given. The notice may be waived if no member objects.